

For more information, contact:



Maryland Community Crime
Prevention Institute
Maryland Police Training Commission
3085 Hernwood Road
Woodstock, Maryland 21163-1099

(410) 203-1006 1-800-303-8802

Fax (410) 465-3764

Internet: www.dpscs.state.md.us/pct/ccpi

**HELPING
MAKE
MARYLAND
COMMUNITIES
SAFE**

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**Maryland Community Crime
Prevention Institute**

What You Should Know About

COMMERCIAL ARMED ROBBERY



PREVENTION SAFETY IDENTIFICATION

PREVENTION



Wouldn't you agree that a robbery
is a dangerous situation for
everyone involved?

Robberies are over in less than
two minutes.

What you do in those two minutes
of time could make the longest two
minutes of your life, or the last
two minutes of your life.

Your number one priority in any
crime is personal safety!

Remember: If the robber de-
mands cash or property, give it
up! It's not worth injury or death.

No one likes to think about
becoming a victim of a crime.
However, the time to think
about a robbery is before it
happens. Remember, crimes
against business are usually
crimes of opportunity. If you
make it easy for someone to
target your business for a
robbery, chances are
someone will. So don't
make it easy. Make it risky
and unrewarding.



Develop a plan for what to do
before, during and after a
robbery, and regularly
check to see that policy
and procedures are
communicated
and followed.

WHAT TO DO BEFORE



Lighting Install good lighting both inside as well as outside of your business.

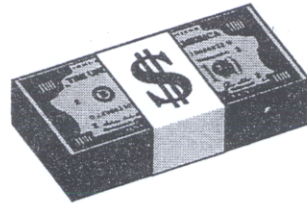
Clean Keep your business clean and free of clutter.

Escape Routes Locate and eliminate any potential escape routes or hiding places for a robber.

Visibility Never restrict the view either into or out of your business with signs or displays on the windows or door. Always maintain maximum visibility.

Training The best defense against the crime of ARMED ROBBERY is to make your business and employees more security conscious. Make sure you and your employees know your responsibility before, during and after an armed robbery.

Check Keep alert at all times, checking for loiterers or people watching your business. Greet and make eye contact with everyone who enters your business.



Cash Control Keep a minimal amount of cash on hand. Less than \$50.00 is ideal, and use of a drop safe is advisable. Make frequent cash pickups, and never count the cash at the counter area.

Register Should be centrally located within the business and easily seen by customers as well as passers-by.

Bank Runs Should be made at alternate times and routes. Try to use a variety of containers to carry the cash in and whenever possible try to use a different courier to make the bank runs.
"GO DIRECTLY TO THE BANK!"

Two People Establish a policy of using two people to open and close your business; use a set of pre-arranged signals for "All CLEAR"



Mark & Post Mark doorways with proper height markings, post your minimum cash policy and the penalty for ARMED ROBBERY.

WHAT TO DO DURING



Stay Calm Keep calm: let the robber know that you intend to cooperate.

Don't make any sudden moves.

Warn the robber of any surprises such as an employee in the back, delivery people, or a customer about to enter the business.

Do What You're Told Don't argue. Obey all the robber's orders. Keep all communication with the robber short and simple.

Give it Up Turn the money over to the robber. Try to treat this as if it was just another business transaction.

Don't Try To Be A Hero Remember whether a robber produces a weapon or not, you must assume that the robber is armed and that the robber has the advantage and controls the scene. More importantly he/she will not hesitate to use it. Do not fight the robber or use a weapon - violence will only increase everyone's personal risk.

Alarm The time to push the ALARM is AFTER the robber has left your business.

WHAT TO DO AFTER

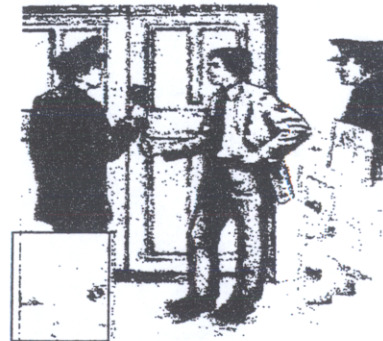
Don't Follow Do not follow or try to chase the robber. **NOW PUSH THE HOLD UP ALARM!**

Observe Observe as much as you can about the robber's physical features and mannerisms - type of weapon used - the route and means of escape - the type of vehicle **MAKE - MODEL - COLOR** so you can accurately describe them to the police.

Report It Immediately report it to the police. **DO NOT** hang up the phone until the police arrive.

Lock up and Protect Lock the door and protect the crime scene. Separate all employees and customers, do not let them discuss the robbery until the police arrive. Have them write down what they observed.

Cooperate Cooperate fully with authorities.
Do not disclose to anyone other than the police the amount taken in the crime.



For more information, contact your local Police/Sheriff, or the Maryland Community Crime Prevention Institute.